MOTION TO REOPEN
2/5/2008

This process shows the steps required for an external user to complete a Motion to Reopen on CM/ECF. **Please Note** that if any fee amounts are referenced below, they were correct at the time of posting but may or may not be current now (for the most current fee schedule check the court's website).

STEP 1 - Click on the Bankruptcy hyperlink (or Adversary if reopening an Adversary proceeding) on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Motions/Applications hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 - The EVENTS screen displays.

- Select **"Reopen Case"** from the list of events.
- Click the **[Next]** button.

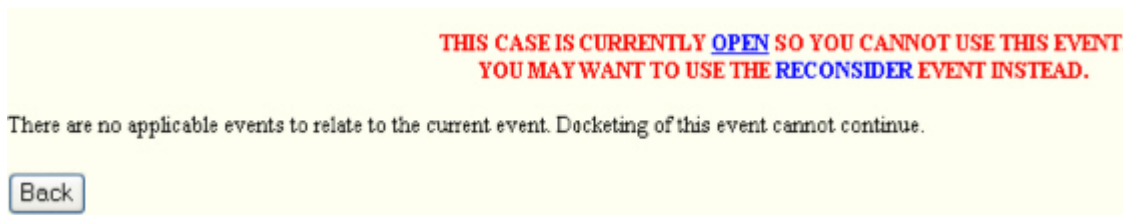**STEP 5** - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

- If the case is OPEN, an instructional message will display and processing of the document will not be allowed to proceed. If the case has been closed, this message will not display and processing will continue with Step 8.

THIS CASE IS CURRENTLY OPEN SO YOU CANNOT USE THIS EVENT. YOU MAY WANT TO USE THE RECONSIDER EVENT INSTEAD.

There are no applicable events to relate to the current event. Docketing of this event cannot continue.

Back

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 9 - The CASE INFORMATION screen displays.

- Enter a brief reason for reopening the case.
- If Certificate of Service is included, select **yes** from the drop-down list; otherwise select **no**.
- Click the **[Next]** button.

STEP 10 - The REFERENCE AMENDED MOTION screen displays.

- Is this Motion Amending a Previous Motion? (Select YES or NO from the list below.)
- Click the **[Next]** button.

NOTE: If YES, select the appropriate event to which your event relates in the next screen. If NO, skip to step 12.

STEP 11 - The SELECT RELATED EVENTS screen displays.

- Click to select the related document or event for which this is associated.
- Click the **[Next]** button.

STEP 12 - The FILING FEE INFORMATION screen displays.

- Reminder that filing fee must be paid prior to order being signed.
- Click the **[Next]** button.

Filing fee must be paid before Order can be signed. Pay fee using the Filing Fee - Motion to Reopen event.

[Next] [Clear]

STEP 13 - The VERIFICATION screen with debtor name and case number appear.
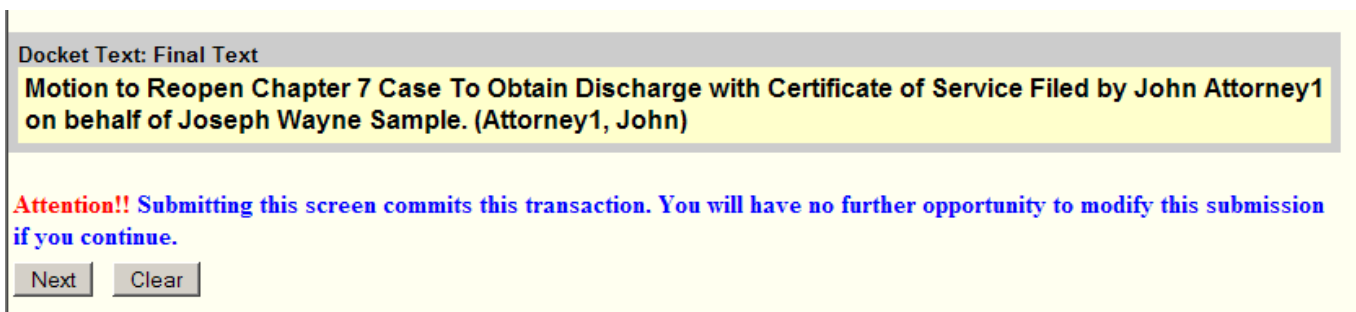
- Verify this is the correct case.
- Click the **[Next]** button.

STEP 14 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

  NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and re-submit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Docket Text: Final Text
Motion to Reopen Chapter 7 Case To Obtain Discharge with Certificate of Service Filed by John Attorney1 on behalf of Joseph Wayne Sample. (Attorney1, John)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

[Next] [Clear]

STEP 15 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.